

**INITIATED ORDINANCE PETITION**  
**[C.R.S. Title 31, Article 11 - Government - Municipal \(state.co.us\)](#)**

**PROCEDURE**  
**11/16/18**  
**06/27/2025 – Revised**

1. 31-11-104 (1) C.R.S. Town Clerk receives written notice of proposed ordinance.
2. Section 31-11-106 C.R.S. outlines the format of a petition (see hyperlink above).
3. 31-11-106 (1) C.R.S. Town Clerk shall approve or reject the form and first printer's proof of the petition **no later than 5 business days following the date on which the clerk received such material.**
4. 31-11-104 (1) C.R.S. Within 180 days **after** Town Clerk approval of the proposed ordinance, the proponents have 180 days to submit a petition signed by at least 5% of the registered electors of the Town. The Clerk's approval date initiates the 180-day submittal deadline.

The Clerk's approval date is also the date used to determine the 5% signature requirement. The Town Clerk shall contact the Larimer County Election Division and request the total number of registered voters within the Town Limits at the close of business on that approval date so as to advise the petition proponents.

5. 31-11-109 (1) C.R.S. The Clerk shall inspect timely filed petition(s) to verify signature lines for patent defects. Signatures are verified using Larimer County's Voter Registration List.

31-11-109 (2) C.R.S. After signature verification, the Clerk shall issue a statement as to whether a sufficient number of valid signatures have been submitted—Statement of Sufficiency. A copy shall be mailed to the petition representatives.

The statement (of sufficiency or insufficiency) **shall be issued no later than 30 days after the petition has been filed.**

6. 31-11-104 (1) C.R.S. Within 20 days of issuance of the Statement of Sufficiency, the Town Board may adopt the proposed ordinance, without alteration, OR order the ordinance published and refer it to the voters at a regular or special election, **held not less than 60 days and not more than 150 days after the final termination of petition sufficiency** which must occur after the 40 day protest period outlined in 31-11-110 from the date the petition was submitted to the Clerk. (The Clerk must submit the proposed ordinance to the Town Board within the 20-day after final sufficiency deadline).
7. 31-10-108 C.R.S. Special Elections (Municipal Election Code). Special elections cannot be held within
  - 90 days of a regular Municipal Election
  - 32 days before or after a Primary Election
  - 32 days before or after a General Election

**COSTS**

The cost of an election utilizing voting equipment and as a mail ballot election averages \$30,000 - \$35,000.